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Josh Kaylor U.S. Army Veteran

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SEARCH&EMPLOY

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YOUR CHECKLIST FOR FINDING A CIVILIAN JOB

- Register in our database recruitmilitary.com/jobs
- Attend our all-veteran job fairs recruitmilitary.com/events
- **⊘** Subscribe to Search & Employ go.hirevets.com/searchandemploy subscription

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Editor's Note



Happy New Year!

What's on the horizon for you in 2023? Whether you are beginning to plan your military-to-civilian transition, considering a new career path, or working on professional development, you're in the right place.

This issue of Search & Employ breaks down many of the processes that you will need as you embark on the career journey that awaits you in 2023. From crafting your resume to finding a mentor, we cover a lot of ground to help you start the year on a strong note.

Need to polish your interview skills? U.S. Army veteran and RecruitMilitary DoD SkillBridge program manager Lucas Connolly shares tips for taking your interview to the next level in "Elevate Your Interview from Good to Great."

If leadership development is a goal for you this year, don't miss the first installment of a series of "Best Practices" in which U.S. Army veteran and RecruitMilitary CEO Tim Best shares how to use military principles to develop business leaders.

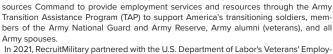
We also include plenty of career success stories from veterans just like you, who found the right fit with employers that value their military skills and experiences. When you're ready to share your own career success story, we want to hear it! Email us at my_success_story@recruitmilitary.com.

Thank you for being part of our community. Wishing you career success in 2023!



RecruitMilitary, the publisher of Search & Employ®, is a full-service military-to-civilian recruitment firm that connects job seekers who have military backgrounds with employers, franchisors, and educational institutions. RecruitMilitary is a division of Bradley-Morris, Inc. Our hiring services are free to men and women of all ranks/rates and all branches of the service who are transitioning from active duty to civilian life, veterans who already have civilian work experience, members of the National Guard and Reserves, and military spouses and other family members.

In 2018, 2019, 2020, 2021, and 2022 Bradley-Morris/RecruitMilitary was awarded the gold HIRE Vets Medallion Program Distinction Award from the U.S. Department of Labor for leadership in recruiting, employing, and retaining America's veterans.



In 2020, Bradley-Morris/RecruitMilitary was appointed by the U.S. Army Human Re-

ment and Training Service (VETS) to bring career resources and opportunities to transitioning military servicemembers and their spouses through the inaugural Employment Navigator and Partnership Pilot Initiative.

RecruitMilitary is a member of the International Association of Employment Web Sites and is accredited by the Better Business Bureau.

For more information about Bradley-Morris/Recruit Military, visit www.recruit military.com.



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A Stronger Community Begins with Beacon Mobility

he importance of safety, security, and inclusivity of special needs children is not lost on U.S. Navy veteran **DON SACCO**. "Being a special needs transportation driver is special to

me because I have five autistic grand-children, so I can relate to my students' many challenges," he said. As a special education driver for Beacon/Van Pool, Sacco ensures the safe transportation of



his students while remaining up-to-date on ever-changing rules and regulations. Thankfully for Sacco, his 10 years spent serving during the Vietnam era prepared him to adapt, communicate, and prioritize the safety of his students.

Beacon values the transferrable skills veterans and transitioning servicemembers offer in the workplace and are happy to pay for the training associated with the job. Part of the Beacon family, Van Pool provides safe, reliable, cost-effective transportation services for children with special needs to and from schools all over Massachusetts and Connecticut. Sacco recently shared his military experiences, what he loves about his job, and why veterans should consider joining him at Beacon/Van Pool.

Tell us about your role at Beacon/Van

Don Sacco: It's my job to provide transportation for special needs students to and from school each day. Many of my students and their parents have told me I am the best driver they have ever had. To me, that is the best milestone I can achieve.

Talk about your military experience.

DS: I was going to be drafted, so I joined the Navy so as to not be shipped to Vietnam in the Army. Ironically, I ended up doing three tours in Vietnam anyway. My brother and I made history as the first post-WWII brothers since the

Beacon Mobility and our family of local brands put people at the center of everything we do, providing "Mobility Without Limits" through the special transportation we provide to our students and vulnerable adults.



infamous Sullivan brothers to serve in a combat zone together. Before deploying to Vietnam, we were stationed on a ship named after our hometown of Saratoga, New York – the USS Saratoga. I ended up serving for 10 years, starting in antisubmarine warfare, and then becoming a combat air controller.

any workplace. Also, you're constantly being trained, which is similar in my role as a special needs driver. We have rules and regulations to follow to make sure our students get to their destinations safely. The skills I learned in the military from physical fitness and leadership to critical thinking under pressure have also helped in the years following my transition.

How does Beacon/Van Pool support veteran employees?

DS: They recognize our service and give us time off for Veterans Day so we can attend events. They also allow me to take the bus to the VA Clinic for doctor appointments if I don't have time to get there by car due to my work schedule.

What advice do you have for transitioning servicemembers?

DS: Take things one day at a time, follow your training, and once you start your civilian job, perform with the same discipline and work ethic that you were required to use in the military.

What has been your experience working for Beacon/Van Pool?

DS: I feel that it is a great place to work because they support the drivers in all facets of our lives. Despite the driver shortage, they still do their best to accommodate our need for work-life balance. The day-to-day operations run

"I served my country with pride and performed the job to the best of my ability. Being a veteran is more than just a label or a title, it is who and what you are. I am proud to be a veteran and I am also proud of those who served before and after me." - DON SACCO



How do the skills you learned in the military help you in your role at Beacon/ Van Pool?

DS: In the military, I had to learn how to work with different types of people, which is a great asset when adapting to

smoothly, and the organization prioritizes employees, which I appreciate.

Learn more about careers with Beacon at https://gobeacon.com/careers/beacon-jobs.



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Each year we help thousands of veterans, transitioning service members, and military spouses take their next step.

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Your Checklist for Success

Ready for your next RecruitMilitary career fair?

Make sure you are primed for success with these in-person and virtual career fair checklists.

IN-PERSON CAREER FAIR CHECKLIST

Before the Event

- ✓ Register for an upcoming event success.recruitmilitary.com/events/schedule
- ✓ Learn what's new at our in-person career fairs
- Complete your RecruitMilitary job board profile success.recruitmilitary.com/candidate_profile
- ✓ Research the exhibitors and their posted jobs
- ✓ **Join** a pre-event webinar recruitmilitary.com/eventprep
- Review the venue and event information
- Charge your phone (you will need it to network)
- ✓ Check-In via the e-mail you receive before the event

During the Event

- ✓ Display check-in confirmation screen to event staff
- ✓ Show your individual QR code to each exhibitor
- ✓ Apply for jobs in real time

VIRTUAL CAREER FAIR CHECKLIST

Before the Event

- ✓ Register for an upcoming event success.recruitmilitary.com/events/schedule
- Complete your RecruitMilitary job board profile success.recruitmilitary.com/candidate_profile
- ✓ Research the exhibitors and their posted jobs
- Join a pre-event webinar recruitmilitary.com/eventprep
- ✓ Ensure your Wi-Fi connection is strong
- ✓ Test your camera & microphone function
- ✓ Set up in a quiet, well-lit space

During the Event

- ✓ Visit multiple chat rooms & engage with recruiters
- ✓ Accept invitations for private chats with exhibitors
- ✓ Apply for jobs in real time

After the Event

- ✓ Apply to jobs and follow-up with recruiters
- ✓ Update your job board profile regularly
- Search new jobs weekly
- ✓ Respond to RecruitMilitary's survey request

TIPS FOR SUCCESS

- ✓ Prepare your elevator pitch
- ✓ Dress professionally
- ✓ Keep an open mind

- ✓ Ask questions about specific roles
- Present yourself with confidence

Find additional resources at recruitmilitary.com/job-seekers/resources/resources





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Powered by Purpose

By Ashley Conners

JOSH KAYLOR had no backup plan when he realized attending college right after high school wasn't the right path. But he did have a supportive older brother. "My brother Adam was a combat veteran of Iraq and Afghanistan," said Josh. "He asked me what I had planned for my future since college didn't work out. When I had no answers for him, he encouraged me to the join the U.S. Army."

Not long after the conversation with his brother, Josh had a chance encounter with an Army recruiter and decided to explore his options, leading him to enlist as an infantryman in 2006.

After 12 years of service and countless lessons learned, Josh transitioned out of the military and began his civilian career journey. Today, he applies his military experience in his role as military talent acquisition program leader at Eaton, a worldwide power management company.

Laying the Groundwork

Josh served as an infantryman for the first half of his military career and later as a recruiter and station commander. While his roles and responsibilities varied, the lessons he learned throughout his service formed the foundation for his civilian career path. "The military puts you in situations that you have never been in before," said Josh. "You learn quickly that you can do anything if you have the right frame of mind. The mental toughness and focus learned while



▲ JOSH DURING A DEPLOYMENT TO BAGHDAD IN 2009 WITH THE 3RD INFANTRY DIVISION.

Photo courtesy of Josh Kaylor



JOSH AND HIS SON, GRAYSON, IN FLORIDA. Photo courtesy of Josh Kaylor

serving in the military are huge advantages, even outside of the military."

Along with building grit and determination, the military helped Josh become more adaptable. "Adaptability can be difficult for many people," he said. "Military service teaches veterans to adapt to unexpected changes quickly. That ability sets you apart in the civilian workforce."

Mastering these skills throughout his service helped Josh prepare for his eventual transition out of the military and the journey to his current role.

New Beginnings

Kaylor's transition out of the military was complicated by a short timeline, but he was committed to preparing well and putting his skills to work. "My decision to transition into the civilian workforce came swiftly, leaving me about six months to prepare,"



Every day, businesses, vehicles, and machines switch on and power up. Making it work takes the passion and creativity of every employee around the world. Discover the career opportunities waiting for you at **Eaton**. he said. "I had gained valuable skills as a recruiter and recruiting manager and decided to pursue a civilian career that would allow me to apply that experience."

In addition to the short timeline, finding the right fit in a civilian career was a challenge for Josh. "It took me a couple of years being out of the military to figure out what my passion was and how to achieve a position utilizing that passion."

As the military talent acquisition program director at Eaton, Josh develops and implements strategic level plans, budgets, and partnerships to increase veteran hiring throughout the organization. "I have a drive and passion for veteran talent recruiting because I am a veteran myself," he said. "But I also see the difficulties that veterans can face when transitioning out of the military. I'm lucky to be in a position to have a direct impact in helping fellow veterans."

What lessons did you learn throughout your military service?

JK: In addition to adaptability and mental fortitude, one of the biggest lessons I gained is the ability to work and thrive in a team environment. The military - and most civilian organizations - rely on individuals and teams working well together. Learning how to accomplish missions with diverse team members has been crucial for success in my military and corporate careers.

Selfless service is another lesson that I still apply today. I am always thinking about how I can perform my role better to help make the team and the organization more efficient and effective.

What did you learn during your militaryto-civilian transition?

JK: I found that resiliency, determination,

and humility are important in the transition process. I received dozens of rejection letters when I started applying for recruiting roles outside of the military. It made me realize that I needed to market my skills and experiences better to show I could bring value to an organization.

What do you enjoy most about vour current role?

JK: The best part of my role is applying my passion for the veteran community in a way that helps veterans find meaningful careers. Those veterans bring valuable skills to Eaton, so I'm also helping my organization grow and improve.

What advice do you have for transitioning servicemembers?

JK: When you think you're prepared enough, prepare more. Think of your transition like going to a promotion board for the next

rank or taking a promotion-based exam in the military. You likely studied for weeks or more in preparation for promotion opportunities. You need the same tenacity when prepping for transition.

Preparation also includes tailoring your resume for the role you are actively seeking and showcasing your experience in terms relevant to the role. Also, research the organizations where you are applying. Learn about their business models, products, or services so you can go into an interview armed with information and background.

In addition, have an idea of what you want to do and research that role or in-

▲ JOSH WITH HIS FAMILY AT THE INDIANAPOLIS CHILDREN'S

MUSEUM, Photo courtesy of Josh Kaylor

dustry. Not everyone is cut out to be a project manager. Be honest with yourself so you can find the best fit.

Why should veterans consider a career at Eaton?

JK: Eaton values military experiences and skillsets. We have heavily invested in programs and partnerships to help drive veteran hiring, which says a lot about their commitment to the military community and understanding of how veterans can drive business solutions. We're actively building a veteran talent network and launching additional U.S. Department of Defense SkillBridge opportunities over the next year. We also have a veterans employee resource group which works to attract, retain, and develop veteran talent, support military-connected employees, and engage with the military community.

The result of actively recruiting and hiring veterans is a diverse workforce with many fellow veterans as teammates and leaders. Veterans can grow within the organization and create a long-term, meaningful career path where their experiences are valued and supported.

Stay connected with Eaton and Josh by joining the **Eaton Military Talent Network**. Here you will find recommended positions and specific communications about Eaton career opportunities.



When Networking Pays Off

Do you ever wonder if it's worth the effort to maintain professional networks once you have a job? What about keeping in touch with people from your military network after separating?

"The biggest challenge I faced in the job search was that a lot of companies wouldn't call me back, or even acknowledge that I put in an application. That was really frustrating," said Brandon "Tyke" Michel, a U.S. Navy veteran and now a Naval Surface Force Atlantic (SURFLANT) analyst at Kern Technology Group (KTG).

When Michel retired from the Navy after 23 years on active duty and joined the civilian workforce, he didn't feel like he had found the right fit.

Then he reached out to his network at RecruitMilitary, which connected him with KTG, a contracting company which supports the U.S. Navy. "I kept working towards landing the job that I really wanted. And that's the job I found through RecruitMilitary," said Michel.

Read Michel's full interview and testimonial:

Tell us your military background.

BTM: I spent 23 years on active duty in the Navy. I was in Aviation Maintenance Administration - I handled data analysis for aircraft, the aircraft logbooks, and built servers.

How was your transition out of the Navy?

BTM: The transition was pretty easy. With my military background, I was able to find a few different jobs after retiring from the military, but I kept working towards landing the job that I really wanted.

What was the biggest challenge that you experienced during your job search?

BTM: The biggest challenge I faced in the job search was that a lot of companies wouldn't call back, or even acknowledge an application submission. That was really frustrating.

After applying for jobs for a couple of months, some fellow retired sailors and friends suggested tailoring my resume by using the same verbiage that is in the job

Join the RecruitMilitary network today.

Create your job seeker profile and start searching open roles for veterans, transitioning servicemembers, and military spouses.

description. Once I did that, I started getting calls back like crazy.

Why did you use RecruitMilitary?

BTM: I have a network at RecruitMilitary and they would send me job postings. Some of the jobs weren't in my wheelhouse, but when they sent the post for the SURFLANT role, I immediately thought, "Wow. This is exactly what I want to do."

I told my rep at RecruitMilitary, and they connected me with Kern Technology Group for an interview. Once that ball was we did while we were in the military, that's what it's like going to work here every day.

What advice would you give to someone who is transitioning out of the military?

BTM: The advice that I would give to anybody looking for a job, whether they're retiring from the military, or just did their initial term and got out is:

- Take advantage of any school or training opportunity while you're still in the military.
- Consider pursuing higher education if a degree can help you in your desired field.
- Maintain your security clearance; it is worth its weight in gold outside of the military.

What do you love about your new job?

BTM: I love the camaraderie, the people, and the mission that we all work towards, which is keeping this country safe. That's what our biggest mission is at SURFLANT, taking care of the ships and the sailors.

Is your new company a good fit for veterans?

BTM: Kern Technology Group is a good fit for veterans because much of our lead-

"With my military background, I was able to find a few different jobs after retiring from the military, but I kept working towards landing the job that I really wanted. And that's the job I found through RecruitMilitary."

- BRANDON "TYKE" MICHEL

rolling, the process was smooth, and everything went as planned.

Here I am several months later - in the job and I absolutely love it. I really enjoy going to work every day. It's almost like being in the military again because I'm working with civilians, contractors, GS employees, and active duty servicemembers. Having that brother and sisterhood like

ership team is prior military. The organization loves hiring veterans. I believe the majority of our company is made up of veterans.

Elizabeth Stetler is director of content development at RecruitMilitary and a U.S. Army veteran.



WE HIRE LEADERS

"After serving in the Army for 30 years, I was ready for a new challenge, but I still had the desire to mentor and coach young soldiers. That's why I chose a second career as a First Command Financial Advisor."

Jeff Wire - Sergeant Major, USA (Ret.)

By participating in the Department of Defense (DOD) SkillBridge program, Jeff was able to prepare for his new career while completing his service to his country. If the idea of building a business focused on giving back to the military community appeals to you, the DOD's SkillBridge Program with First Command offers the perfect opportunity for you to expand your skills and determine if this is the right professional fit for you.



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MAXIMIZE YOUR VIRTUAL CAREER FAIR

VIRTUAL CAREER FAIRS offer networking, education exploration, and job opportunities – regardless of your geographic location. RecruitMilitary offers local, regional, and national virtual events. Make the most of your experience with these tips:

Set the Tone

Just because you're not physically in the room with recruiters and interviewers, it doesn't mean you're not on display. Virtual career fairs offer audio and video presentation tools, so if your initial communication with an employer goes well, you could end up having a one-on-one video interview. Be ready by dressing professionally and setting up your workspace somewhere quiet and well-lit.

Test your video and audio capabilities for interference before the event begins, and make sure the video shows you from the shoulders up, without anything distracting in the background. Make sure your internet connection is strong and reliable.

Be Prepared

Just like attending a physical career fair, it's important to be prepared before you

begin. Register early and upload your resume. Many organizations screen resumes ahead of time, and you could get an early invitation to visit a specific chat session or a request to schedule a video interview.

Research the companies that will be attending (you can do this right in the virtual career fair platform by visiting their profiles). Decide which companies interest you and review their open positions.

Virtual career fairs offer both public and private chats. Public group chats will focus on general topics about the company, its culture, and core values, as well as the answers to general questions.

An employer may invite you to a private chat during the event. This gives you a chance to use your elevator pitch, so have yours ready.

Keep in mind that some companies may have a lot of traffic, so be patient.

Follow-up

The list of employers at a RecruitMiltary virtual career fair remains active after the event. Click any name on the list and review the "Website and Contact" section of the profile for details. Job listings will also remain active for 60 days after the employer has entered them.

If an employer has asked you to apply online, do it – they aren't writing you off. Human Resources protocols often require an applicant to go through the online applicant tracking systems.

The last order of business: Send "thank you" notes to everyone who takes the time to talk to you.

Virtual Career Fair Checklist

- ✓ Strong Wi-Fi connection
- Camera & microphone functionality
- Quiet, well-lit workspace with nondescript background
- Professional attire
- ✓ Digital resume file
- ✓ Elevator pitch
- Questions about specific organizations or roles

Find additional resources at recruitmilitary.com/job-seekers/resources/resources

HOW TO ACE AN IN-PERSON CAREER FAIR

at a **RecruitMilitary Job Fair** — job opportunities with employers, opportunities to go into business for yourself with franchisors who value your ability to get the job done, and opportunities to advance your education online or on campus.

How do you find the opportunities that are best for you? Use these tips to ace an in-person career fair:

Prepare for the Event. Register, create your RecruitMilitary job board profile, and join a pre-event webinar to learn what to expect. While registering ahead of time is not required, it allows you to access the exhibitor list and open jobs, speed up the check-in process, and receive extra guidance and resources.

Dress for Success. If you are on active duty or attending the event on a Reserve or National Guard drill day, wearing your uniform is great. In all other cases, you should wear the same civilian outfit that you would wear to a one-on-one interview at an employer's place of business: A business suit or a business casual outfit.

Stay Enthusiastic. Recruiters who ask you to apply or submit your resume online are not brushing you off. Many companies require their recruiters to gather resumes by email: (1) to obtain HR information as required by law and (2) so they can direct desirable job seekers to different departments.

Work the Room. Try to chat with each exhibitor, even those that may not seem to have opportunities for you. An employer's name or primary industry

does not necessarily indicate what openings the company is trying to fill. For example, a drugstore chain may be recruiting for positions in transportation/distribution or accounting.

Even if you are not going to the event to discuss continuing your education, speak to the recruiters at the educator booths. Today's educational institutions deliver learning opportunities in many

Need more guidance?

Check out these articles:

- Your Checklist for Success

 Page 6
- Maximize Your Virtual Career Fair

Page 14

- Build a Profile that Delivers Page 16
- Basic Training: How to Build Your Resume Page 24

ways other than traditional, full-time, daytime classes on campus. A few minutes of conversation may lead to an unexpected solution that is right for you.

Memorize Your Pitch. Before the event, develop your elevator pitch - a 30-to-60-second "story" about yourself that includes some of your successes and areas of interest. Be ready to discuss how your military experience relates to the civilian workplace. You should also prepare yourself for a more detailed interview — employers have hired people on the spot at our events.

Follow-up. If employers asked you to apply online, aim to do so the same day or within 48 hours, if possible. Your interaction will be fresh in their minds, and you will demonstrate perseverance. If they provided contact information, send a short email to thank them for connecting at the event and let them know you applied – include the job title of the role and location, if necessary.

If you did not find the right fit at the in-person career fair, do not get discouraged. Organizations add new open roles every day. Visit the **RecruitMilitary job board** frequently and **update your profile** as you hone in on your search. Take note of the words and phrases used to describe the roles that interest you, and when applicable, use the same or similar language in your profile and resume. Having a current and relevant profile will ensure organizations can find you based on your skills and experiences.

Build a Profile That Delivers

The quality of your **RecruitMilitary job board profile** can determine whether an employer pursues you as a candidate for their open roles. So how can you make a good (digital) first impression and set yourself up for job search success? Start by ensuring your profile is complete, realistic, and current.

COMPLETE I Employers adjust their search criteria based on the fields within the job seeker profile, such as work experience, education, skills and certifications, and employment preferences. The more complete your profile, the more likely you are to populate in employer searches.

Fill out the profile as thoroughly as possible. Try not to skip any sections and pay attention to the "Profile completion progress" tracker at the top of the page.

REALISTIC | Your job board profile should be an accurate depiction of you

as a job seeker. Include as much information as possible that aligns with the roles you are seeking, but do not exaggerate or falsify your profile.

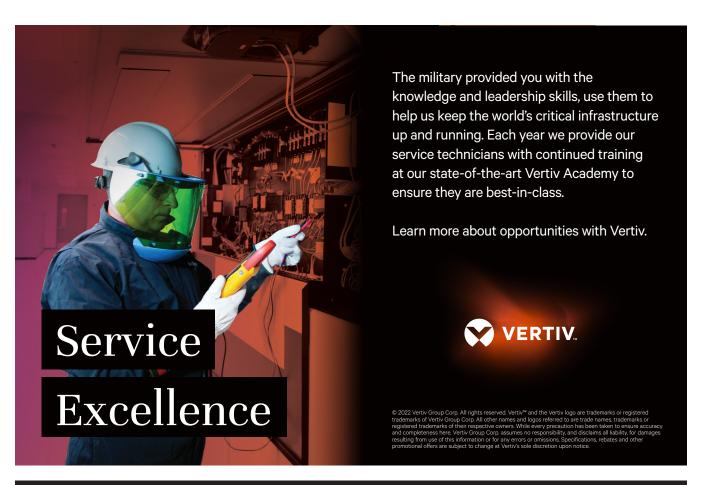
Also, research the salary ranges for the roles you are seeking so you do not inadvertently filter yourself out of an employer's search for a specific role. If the number you put in the "minimum compensation" field is too high for the roles you are seeking, your profile may not populate in the employers' search. The number in this field does not mean you are stuck accepting that salary from an employer; it is simply a baseline for employers to filter

out candidates with expectations that are too high (or too low) for the company to consider for a specific role.

CURRENT I Periodically audit your job board profile and update your information. From your employment preferences, education, and credentials to your phone number, email address, and willingness to relocate, keeping your profile current will ensure you stay at the top of employers' searches. When creating your profile, use an email address that you check often.

It's also a good idea to keep your profile current even when you are not actively looking for a new role. When you learn new skills, gain experiences, or meet education milestones, update your profile. You never know when the right opportunity could appear. Be ready with a current profile and resume.







Partners for **Success**

When it comes to your military-to-civilian transition, job search, and long-term career development, putting yourself in the best position for success means learning as much as possible, leaning on the experts, and using your resources.

RecruitMilitary prioritizes partnerships with organizations designed to support the military community through education and training, outreach, mentorship, and advocacy.

Learn more about our partners and how they help veterans succeed:

Disabled American Veterans (DAV)

DAV is the most long-lasting veterans advocacy and assistance group in this country. And it has never wavered in its core mission to fulfill our country's promises to the men and women who served.

US Army Human Resources Command

The Army Transition Assistance Program (TAP) is the Army's Transition Program responsible for providing Soldiers with the counseling, employment and education workshops, and seminars required to achieve the law and policy Career Readiness Standards (CRS) mandated compliance. TAP has undergone a re-engineering in order to prepare and connect Soldiers to ensure the greatest opportunities for successful personal and career achievement upon transition from active duty.

U.S. Department of Labor

The U.S. Department of Labor's mission is to foster, promote, and develop the welfare of the wage earners, job seekers, and retirees of the United States; improve working conditions; advance opportunities for profitable employment; and assure work-related benefits and rights.

Institute for Veterans & Military Families (IVMF)

Whether you are looking for no-cost training and professional certifications through Onward to Opportunity or continuing a life of service through our Veterans in Politics Program, IVMF will help you enter your civilian career path with a leg up on the competition and resources by your side.

VETS2INDUSTRY (V2I)

V2I is a free resource library for active, National Guard, Reserve, veteran, military-

spouse, dependent children, Blue-Star & Gold-Star Families, and caregivers.

Operation Stand Down Tennessee

Operation Stand Down Tennessee provides and connects veterans and their families with comprehensive resources focused on transition, employment, housing, benefits, peer engagement, volunteerism and connection to the community.

Operation: Job Ready Veterans

Our mission is to bridge life's transitional gaps for veterans, service members, and military families. We offer Employment Transition Assistance through sustainable programs and job readiness resources, that positively impact one person, one business, and one community at a time.

Military-Transition.org

The most relevant source of employment data for the military community and employers.

Still Serving Veterans

Still Serving Veterans serves and honors veterans and their families, transitioning service members, and members of the National Guard and Reserve by assisting them in securing meaningful employment and the veteran benefits they have earned.

Veterati

Join thousands of servicemembers, veterans, and military Spouses in setting up free one-hour mentorship phone calls with successful professionals. We're the only veteran mentorship platform to let you choose your own mentors and as many as you would like.

ACP

ACP's free mentoring program connects post-9/11 veterans, active duty spouses, and eligible military spouses (Protégés) with corporate professionals (Mentors) for customized mentorships.

MIL-VETS

The MIL-VETS mobile integration app is a mobile, easy-to-navigate way for veterans to see and access services, service organizations, emergency health needs, veteran news, and veteran-owned businesses while also easily viewing the veteran-owned businesses and services nearest to them, using our map feature.

Military Spouse Employment Partnership (MSEP)

MSEP, a targeted recruitment and employment solution, creates employment connections that provide companies with direct access to military spouses seeking career opportunities and spouses with direct access to employers who are actively recruiting.

Blue Star Families

Blue Star Families' mission is to help military families with challenging hurdles—both during and after active service. Our military spouse employment and education programs support military family members through their entire career path through education, connection, and support services.

Coordinated Assistance Network (CAN)

The CAN is a portal where applicants can simplify their search for a wide variety of support. One request connects the applicant to multiple non-profits partners who are in a position to help an applicant.

Military Women's Memorial

The Military Women's Memorial honors and tells the stories of women, past and present, who serve our nation.

Women Veterans Alliance

Women Veterans Alliance is the premier network focused on directly impacting the quality of life of women veterans by bringing people and programs directly together through an energetic grass roots platform.

Candorful

Candorful provides veterans with a threeseries interview preparation package. We use the repetition method, with immediate verbal feedback provided at the end of each session.

Employers Resource Association

Employers Resource Association (ERA) is your one-stop resource for HR advice, training, legal updates, news, and information. ERA helps keep their members current, compliant, and competent.

Clearance Jobs

ClearanceJobs.com matches job seekers that hold active or current Department of Defense, Department of State, and Department of Energy security clearances to hiring employers and recruiters looking for skilled cleared candidates.





FROM GOOD TO GREAT RULES

y Lucas Connolly

A good interview can keep you in the running for the perfect job, but a great interview can push you to the front of the pack. Use these tips to elevate your next interview from good to great:

1 Research the industry and organization.

For a **good** interview, you would arrive armed with information about the industry you are trying to break into. No matter what sector you're entering, you need to understand the latest issues and trends in the industry.

To take your interview from good to **great**, be prepared to articulate your understanding of the company's position in its industry, their competitive advantages, and their opportunities in the market.

2 | Get a referral.

A candidate prepares for a **good** interview by researching the company they are applying for and understanding their operations, mission statement, values, financial performance, and recent events.

Preparing for a **great** interview means not only researching the company, but also the people who work there. Take the time to network through digital and in-person engagements, conduct informational interviews, and impress someone enough to get a referral. Then, reference the conversations you had, weaving highlights into your answers. For example: "I learned from a conversation with John Parker from your marketing team that this company highly values innovative problem solving. I am prepared to contribute to that effort on day one by..."

3 | Make the most of the "Tell me about yourself" question.

In a **good** interview, the candidate delivers an answer that clearly articulates who they are professionally, their recent experience, and key selling points about their value as a candidate and future employee.

When aiming for a **great** interview, tailor your answer to this question so it is relevant to the key responsibilities of the role and aligns with the mission of the company. Also, do not ramble - deliver your answer in two minutes or less.

4 | Clarify your "selling points" and the reasons you want the job.

A **good** interview is one in which the candidate comes prepared to deliver a few key selling points that show the interviewer that they are a unique and valuable candidate for the role.

For a **great** interview, you need to articulate not only how you will add value to the organization, but also how you can solve a specific problem the company, department, or team is facing. Your key to doing this well lies in the reasons they are recruiting for the position in the first place. What problem does this role solve for the organization and why are you uniquely prepared to take it on?

5 | Anticipate the interviewer's concerns and reservations.

In a **good** interview the candidate focuses on their strengths and avoids drawing attention to weaknesses or missing qualifications. However, your lack of industry experience, key certifications, or background knowledge may be a concern of the interviewers.

To elevate your interview from good to **great**, do not run from those concerns. Instead, address them head on: "I know I have a lot to learn about the widget industry, but I firmly believe my lack of experience is outweighed by my ability to..."

6 Be ready for "behavior-based" interviews.

In a **good** interview, the candidate is prepared to answer behavior-based questions with quantifiable examples of past performance and results in the STAR format - situation, task, actions, and results.

For a **great** interview, *begin* with a result that relates to the key responsibilities of the role. Then, articulate situations, tasks, and actions that lead to the result and the lessons learned. Taking it a step further, articulate how the lessons learned were applied in other situations for a positive outcome.

7 Line up your questions for the interviewer.

A **good** interview includes the candidate asking a handful of stock questions pulled from an online list at the end of an interview. This will make the candidate seem prepared and professionally curious.

As a **great** candidate, you'll weave your knowledge of the company and its operations into the questions: "I understand from recent press releases that the company has recently acquired additional brands. What impact will this have on opportunities for professional growth?" You can also reference previous topics that were covered during the interview.

8 | Practice, practice, practice.

A **good** interview is the result of practicing the basics: selling points, answers to the most common questions, and questions to ask the interviewer.

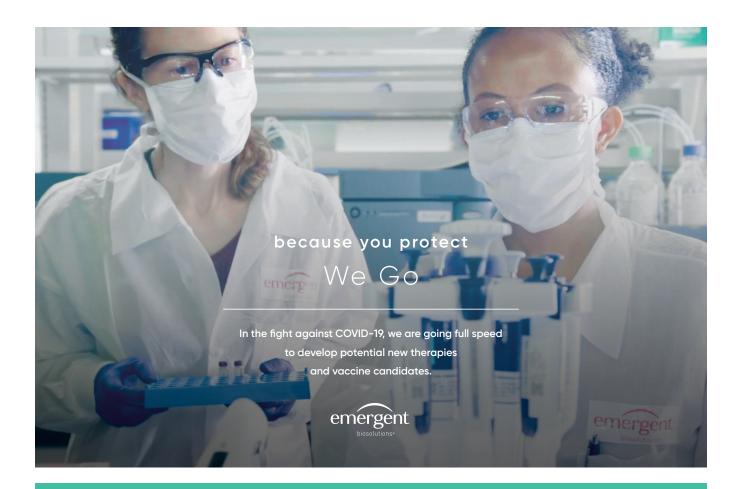
A great interview is the result of practice that involves a mock interview or an observer who can provide candid feedback to help you polish your delivery. Find someone with relevant knowledge and experience who can give you intelligent, relevant, and most importantly, honest and candid feedback.

9 | Close on a positive note.

A **good** interview typically closes with the candidate thanking the interviewer for their time. However, this method is missing an important step: Asking for the job.

End a **great** interview by telling the interviewer that you would really like the job: "I was excited about this opportunity, but after speaking with you today I'm even more convinced this role aligns with my skills, experience, and interests. I would love to apply my skills and experiences on your team."

Lucas Connolly is DoD SkillBridge Program manager at RecruitMilitary and a U.S. Army veteran.



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Soaring High with Aerojet Rocketdyne

When U.S. Army first lieutenant LARRY TRAGER transitioned out of the military, he approached his career search with uncertainty. After some trial and error, he chose to pursue a career in business. "I decided to further my education through my education benefits and earn a master's degree in business administration," said Trager. "I enjoyed the opportunity to develop a leadership style at a very young age."

With an education and prior leadership experience from his time in the Army, Trager settled into a career at Aerojet Rocketdyne, where he is currently the Director of Advanced Power Systems and Business Development. Aerojet Rocketdyne appreciates the core values and transferrable skills that veterans bring to the table. Nearly 11 percent of their more than 5,000 employees identify as veterans, and they were recognized in 2022 as America's #1 Most Trusted Aerospace & Defense Company by Newsweek and Statista. Trager recently shared his experiences building a meaningful career with the innovative developer and why fellow veterans should consider joining Aerojet Rocketdyne.

Describe your role and responsibilities at Aerojet Rocketdyne.

Larry Trager: I perform business development and assist with the management of various programs for Aerojet Rocket-dyne's Advanced Power Systems Group. Our products help power various space missions and ongoing programs, such as

the rovers on Mars has been an extremely exciting and fulfilling milestone. Another milestone was when Westinghouse partnered with Aerojet Rocketdyne as one of the three teams selected to design a fission surface power system to operate on the Moon.

ARRY TRAGER

Talk about your military experiences.

LT: I served initially as a leader of a maintenance company at Fort Benning, Georgia, which provided parts for the Army's vehicles and other equipment. I received the Army Commendation Medal for superior service for the work I did in this capacity. After this assignment, I became the executive officer of a 200-person company, and in this role, I managed many administrative activities, helped counsel the individuals in our company, and supported their professional development.

How do the skills you learned in the military help you in your role at Aerojet Rocketdyne?

LT: The military taught me the importance of leadership and motivating others. It also taught me the importance of building a strong

great to work as a team to capture new business and then manage that work. Achieving cost targets and meeting our schedules is challenging but rewarding.

What advice do you have for transitioning servicemembers?

LT: It is important to take advantage of the education benefits earned during military service. Rather than rushing off to take just any job, I recommend servicemembers take their time to find a career path that they will enjoy for years.

Why should veterans consider a career in this industry?

LT: Our industry is not just exciting to work in, it is also critical to maintaining our nation's security and key to identifying the origins of our solar system and potential life on other planets.

What has been your experience working for this organization?

LT: I am proud of my team and our many accomplishments. I enjoy my job leading a team of skilled and bright individuals and have established many strong relationships for the future.

Find your next career at Aerojet Rocketdyne at www.rocket.com/careers.



"The military taught me the importance of leadership and motivating others." – LARRY TRAGER

the Lithium-Ion batteries for the International Space Station and the Multi-Mission Radioisotope Thermoelectric Generators (MMRTG) for the Curiosity and Perseverance rovers on Mars.

What are some milestones throughout your career at Aerojet Rocketdyne?

LT: Capturing the MMRTG program and then seeing the resulting hardware powering

team and leveraging their skills. As a result, I developed excellent organizational and time management skills. I learned to take ownership of projects and follow them through to completion, which is especially important in my current role with Aerojet Rocketdyne.

What's your favorite part about your job?

LT: I love working with a strong staff of educated and highly intelligent individuals. It is

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BASIC TRAINING:

How to Build Your Resume

Your resume is your first impression to an employer; it can open the door to an interview or completely disqualify you from an opportunity. Your resume should focus on applicable skills, achievements, and qualifications, while highlighting pertinent information, figures, and results.

These resume basics can help you get started:

/ SPELLING & GRAMMAR

Basic errors on your resume can be an immediate disqualifier. Spelling or grammatical mistakes imply that you lack attention to detail, making a poor first impression.

Remember, the spell check feature on your computer may catch a misspelling but does not catch and correct context errors. Before submitting your resume, thoroughly review several times and ask someone you trust to read through it as well.

/ FORMAT

The most commonly used resume format in the civilian workforce is reverse chronological. Start with your most recent role and work down to earlier positions. Ensure that your dates match up and are in order.

If you have more than ten years of military service, your resume can be two pages long. Otherwise, stick to a single page. If you have 20 years of experience, focus 80 percent of your resume on the last ten years and then condense your remaining experience, while outlining your title and years in the position.

While the chronological resume is the most common, there are other formats that could better fit your unique situation. For additional format options and the best times to use them, read "Which Resume Will Win the Job?" on page 60.

/ SECTIONS

Some resumes begin with a career summary that lists skills, qualifications, achievements, and technical abilities. If you include this, keep it short and impactful.

Other important sections include professional experience, applicable education, and training or certificates. The preferred experience layout consists of a brief paragraph summarizing your main duties followed by 1-4 bulleted accomplishments. Next, list your credentials and certifications. Finally, you may also wish to include

some "extras" that will distinguish you from other candidates and demonstrate your value to a prospective employer. Stick to items that are relevant to your desired role or industry. These areas include, but are not limited to:

- Equipment skills and certifications.
- Technical qualifications.
- Languages in which you are fluent.
- Major honors and awards.
- Teaching and training.

/ VERBIAGE

List strong, quantifiable accomplishments that show a track record of notable performance. Always state the impact first and then the accomplishment. Use strong, active verbs that present your skills and abilities in a few words.

When writing your bullet statements, concentrate on the "so what" factor. You want the reader to know how you contributed to that position and why you would be a good candidate for them. Focus on showing how you saved money or time, increased efficiency, etc.

When possible, omit phrases such as "responsible for," "duties include," and

a good first impression and convince a civilian employer to interview you. If they cannot understand your experiences, they will not see the value in interviewing you for the role.

A good test to see if your resume is understandable is to have a civilian read it. Ask one or more civilian friends or family members for their perspective on your resume. Do they understand it? If they need more clarification, keep editing.

Avoid acronyms when possible. They can create confusion and the reviewer does not have time to jump around your resume to find the meanings.

/ EMAIL ADDRESS & SOCIAL MEDIA ACTIVITY

Always think about the email address you put on your resume. If your current e-mail is unprofessional, unclear, or confusing, consider creating another address just for resumes. Make it plain and incorporate your full name, like john.jones@gmail.com. Make it plain and incorporate your full name.

Include the URL for your LinkedIn profile only if it's complete and up to date.

Before submitting your resume, thoroughly review several times and ask someone you trust to read through it as well.

"in charge of" within your resume. These phrases are redundant and muddy the clarity of your message. Include concrete data, numbers, and percentages that clearly state your accomplishments.

Do not use first or third person. Instead of, "I orchestrated all logistics operations for an organization consisting of 300+ multi-functional personnel," start with "Orchestrated."

/ MILITARY JARGON & ACRONYMS

The purpose of your resume is to make

Also, clean up your personal social media pages. They say a lot about you, and employers check them.

/ NEED A JUMP START?

RecruitMilitary's job board includes a resume builder that can help you get started. After completing your job board profile, click "Get Started Now" in the Resume & Summary section. The builder will pull in the information from your profile and allow you to add or edit the resume sections before downloading the file.

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From Submarines to IT: A Fresh Start at Higginbotham

fter 11 years of service as a United States Navy Submarine Machinist Mate, **XAVIER SEAY** was honorably discharged, disabled, and searching for a new career in the civilian workforce. "Trying to choose a career path was initially daunting," Seay admitted. "Learning to be a civilian after so many years in active duty was trying at times." With the support of the U.S. Department of Veterans Affairs (VA) and his family, Seay found a home at Higginbotham as a purchasing manager in the IT department — a stark difference from his job in the Navy, but a welcome change.

Over the last 15 years, Seay has contributed to the broad implementation of technologies used to advance Higgin-botham's growth and modernization, as well as assisted in the opening of more than 30 new offices. Despite not having a technical background, Higginbotham welcomed Seay with open arms and acknowledged the transferrable skills from his time in service. Seay recently shared his experiences as a Navy submariner and his successful transition into the tech space.

Tell us about your military experiences.

XS: I served aboard the nuclear fast attack submarine USS Gurnard and the submarine repair ship USS McKee. At the Naval Submarine Base, I served on the Harbor Crew and Tiger Teams and was a 32nd Street Naval Base Shore Patrol Officer and Equal Opportunities Officer. While serving in Operation Desert Storm and Operation Kuwait Freedom, I earned several certifications and awards.

What was your favorite part of being in the military?

XS: I enjoyed traveling the world, training young recruits, helping them choose their career paths, and making life-long friends and brothers in arms from various branches of the service. I loved the thrill and challenges of the open seas and harrowing depths of the ocean.

Describe your role and responsibilities at Higginbotham.

Xavier Seay: I purchase equipment and

services, and I manage the vendor relations for Higginbotham's IT department, supporting the information technology needs of our 2,500 employees from coast-to-coast.

How do the skills you learned in the military help you in your role at Higginbotham?

XS: The leadership skills the military provided are invaluable. It also taught me to analyze and assimilate large amounts of data in a very short time. My service also gave me perspective when navigating stressful situations.

How does Higginbotham support veteran employees?

XS: Higginbotham honors, supports, and embraces its veterans. I feel a great deal of respect from my leadership and beyond.

What is your favorite part about your job?

XS: I enjoy solving puzzles and helping



▲ RE-ENLISTMENT CEREMONY ABOARD THE USS MCKEE (AS-41) Photo courtesy of Xavier Seay

alongside. Talk to as many people as you can about the field you wish to explore and make the most of the skills you acquired. We served our country, and now it is time to serve our families and local communities.

Why should veterans consider a career in this industry?

XS: There are endless opportunities available to those who are interested in IT, and veterans have unique skills that align well with these jobs. The information technology field is challenging and rewarding if you apply yourself.

What has been your experience working for Higginbotham?

XS: Higginbotham is a people-first company with a large presence in the insurance industry that is growing as we quickly

expand throughout the nation. Despite our rapid

l nd."

XAVIER SEAY

"Higginbotham honors, supports, and embraces its veterans. I feel a great deal of respect from my leadership and beyond."

people better understand their technology. Since IT was not my original vocation and I used to be on the user side, I can often explain situations in a way that makes sense to non-IT-savvy employees.

What advice do you have for transitioning servicemembers?

XS: I recommend you get a degree in the field you have an interest in. I also recommend you connect with the VA and take advantage of the benefits you earned. Take your time and plan out your future, connect with local veterans in your community, and stay connected to those you served

growth, Higginbotham has stuck to its core values of being like a family to our employees, accountable to our clients, teammates to our carriers, and generous to our communities. This is a great company to work for. Come see for yourself!

Join the Higginbotham family! Explore career opportunities at https://higginbotham.com/join-our-team.





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At Credit Suisse, our employee veterans network brings together veterans, and the families, friends and supporters of those who have served, to increase awareness of veteran causes and identify volunteer opportunities. We engage speakers on crucial topics and showcase the value of their military leadership abilities as veterans transition to the corporate sector.

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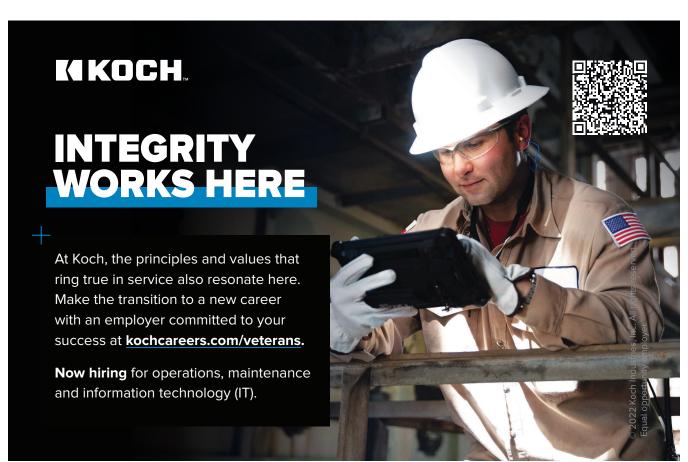
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ENERGY

THE ENERGY INDUSTRY encompasses a wide range of career opportunities that include the research, design, production, extraction, refining, distribution, and sale of energy sources. With a worldwide spotlight on renewable energy options, this industry continues to adapt to needs with a focus on sustainability.

Employment projections for the energy and utilities industry also reflect a move toward renewable sources. While job opportunities in traditional energy roles are not expected to experience excessive growth in coming years, many roles in renewable energy sectors have been designated as "bright outlook occupations" by O*NetOnline.

/ A Look Forward

According to the International Energy Agency (IEA) World Energy Outlook 2022 report, global energy shortages and unstable markets were on the horizon prior to Russia's invasion of Ukraine, which only made matters more precarious. These political and economic factors will continue to affect energy markets, supply, and policies on a global scale for years to come.

The IEA predicts the renewable energy sectors will receive a policy boost from the crisis, as governments invest in new ways to support long-term strategic growth. However, many governments are likely to increase dependence on traditional energy methods from alternative geographical sources in the short-term.

Bright Outlook Occupations in Energy	Main Responsibilities	Preparation Needed	Projected Growth
Wind Turbine Service Technicians	Inspect, diagnose, adjust, or repair wind turbines.	Medium	Much faster than average
Solar Photovoltaic Installers	Assemble and maintain rooftop or other systems that convert sunlight into energy.	Some	Much faster than average
Oil & Gas Roustabouts	Assemble or repair oil field equipment.	Little or None	Much faster than average
Oil & Gas Service Unit Operators	Operate equipment to increase oil flow from wells.	Some	Much faster than average
Petroleum Engineers	Devise methods to improve oil and gas extraction and production.	Considerable	Faster than average

To learn more about any of these roles, visit ONetOnline.org.

Rapidly growing demand for renewable energy remains constant in each projected scenario, with solar, hydropower, and nuclear energy topping the expectations for growth. Innovation in energy storage and delivery will also play a large role in the future of the energy industry.

/ Veterans in Energy

A recent report by the non-profit think tank, Energy Futures Initiative, found that veterans make up 8-10 percent of energy sector employees, notably higher than the national average of six percent. The report also noted that 84 percent of energy industry employers reported difficulty in hiring qualified workers, creating ample opportunity for veterans with relevant military experience or those who are willing to learn the necessary technical skills.

Skills such as problem solving, attention to detail, adaptability, and working as a team give veterans an edge in this industry. When researching and applying to roles in the energy and utilities industry, highlight experiences that required learning quickly, making informed decisions under pressure, and working through complex problems. The ability to prioritize safety and maintain high-value equipment are also in-demand skills in the energy industry.

The Veterans Energy Pipeline asserts that military service prepares veterans for careers in the energy and utilities industry. The industry requires "workers who can adapt quickly to change, operate safely under diverse conditions, and contribute to fast-paced team efforts." In pursuing careers in energy, veterans should emphasize these skills and experiences.

Solar Ready Vets

In 2016, the U.S. Department of Energy (DOE) partnered with The Solar Foundation to lead a national program aimed at connecting transitioning servicemembers with solar training and opportunities, Solar Ready Vets Network. The Solar Ready Vets Fellowship

Top Locations

for **Traditional** Energy Jobs (Oil & Gas)

Texas North Dakota New Mexico Oklahoma Colorado

Source: Investopedia

allows transitioning servicemembers at select military bases to be placed into 12-week training fellowship with solar employers. The Solar Opportunities and Readiness (SOAR) Initiative offers similar training, credentialing, and professional development opportunities for veterans interested in solar careers.

/ Hot Trends in Energy

According to *Forbes* contributor, author, and advisor Bernard Marr, there are **five trends** to look for in the energy sector:

Artificial Intelligence (AI)

Al will be increasingly used to forecast demand and manage distribution in the coming years, playing a large role in the decentralization of energy infrastructure and move toward renewable energy methods.

Green Hydrogen Energy

Several large European energy companies have invested in green hydrogen energy delivery, signaling a renewed interest in this innovative, yet historically difficult-to-deliver energy source.

■ The Internet of Energy

Automation, forecasting, data-driven decision-making, and financial frameworks will increase in coming years, requiring additional technology and cloud infrastructure support within the industry.

Advanced Renewables Engineering

Innovation is a hallmark of this industry in order to provide energy safely, economically, and efficiently. Engineering for renewable energy generation and delivery will continue to evolve and advance.

Top Locations

for **Renewable** Energy Jobs

Vermont
Massachusetts
Maryland
Rhode Island
Wyoming

Source: U.S. News & World Report

Bioenergy

The IEA predicts that 30 percent of renewable energy production will come from bioenergy – energy derived from biological matter – in 2023. Experts expect to see increased investments in the conversion, delivery, and practical application of bioenergy in coming years.

/ Tips for Success

Research

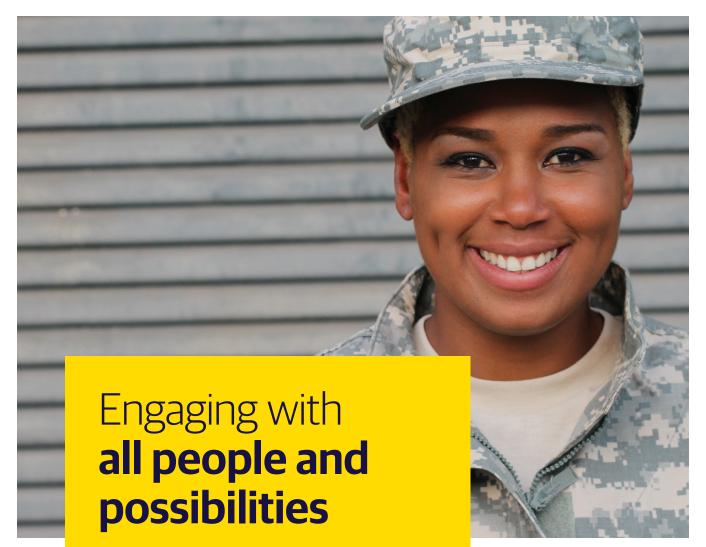
There are tons of career options to explore in the energy and utilities industry, and new paths forming every day. Do you research to find a sector that interests you, then determine the necessary qualifications, certifications, or training to get started.

■ Network

Professional organizations in this industry are common, so search for one that falls under your sector of interest and consider joining. Connect with other people in the organization on LinkedIn. There are also many organizations and networks specific to veterans in the energy industry, so find one that best fits your situation, interests, and career plans.

Stay Flexible

The energy and utilities industry continues to adapt and change to meet social, environmental, and economic demands. Look for roles that offer long-term growth potential and maintain a willingness to learn new processes, equipment, and technology. Those with a drive to learn and lead others will likely find ample professional growth and development opportunities.



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LMI.co/Diversity

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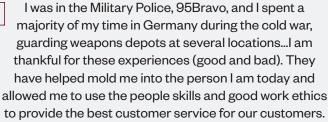


You know all about a career where the mission is to protect, and that gives you an advantage in a career with Orkin. For more than 120 years, we've proudly helped protect thousands of homes and businesses across the country with the promise of a safe place to live and work. Hear from a few of our Veterans who have joined The Best in Pests.



Deianira (Dixon) K.

Orkin Customer Service Specialist







Joseph K. US Navy, Orkin Termite Pro



I would recommend any other Veteran to work with Orkin, as working like a family unit onboard a submarine made sure everyone was accountable for what was done, but also the bonds that can be forged from that are worthwhile. Any Veteran would fit right in and feel like home working at Orkin.





Aaron J. US Marine Corps, Orkin Termite Pro



In 2022, I ended my active-duty service at the rank of Corporal and transitioning out of the military, I wanted to join a company that had the same values and beliefs as those I have served with. I am glad that I found that team and spirit in the Orkin family. Oorah!





Cameron M. US Marine Corps, Orkin Pro



Orkin has been the best job I've had since leaving the service. It is a physical job that I can still do and I'm very thankful for that. Orkin has been a great way to meet other veterans on the job.





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▲ DAV | RECRUITMILITARY CAREER FAIRS ARE GREAT NETWORKING OPPORTUNITIES.

Network to Win the Job

TALKING TO THE RIGHT PERSON AT THE RIGHT TIME is one of the best ways to elevate your job search and long-term career development. While some people are natural-born networkers, most of us have to work at it.

Use these tips to build your confidence, win the job, and grow your career through networking.

/ NETWORKING TAKES WORK

Networking doesn't require an outgoing personality to be effective. Often, people think they must be bubbly and outspoken to effectively network. This misperception often keeps them from even starting - don't let this be you.

Contrary to popular belief, networking doesn't mean going to every social event on the calendar. Nor should networking just be left simply to digital means. Look into events that offer opportunities to learn and create connections in person and virtually. Both offer different levels of commitment and time, but both have value.

One of the best places to network is at a DAV | RecruitMilitary career fair. Even if you are not actively looking for a new role, you'll have the opportunity to interact with hundreds of people, from employers to fellow veterans and job seekers. Take your experience to the next level by sending LinkedIn connections to

the people you meet at the event.

If you aren't comfortable in large groups, ask some of your coworkers that you don't know very well to lunch and get to know them better. At the very least, this will help you get comfortable

/ BREAK THE ICE

If you are uncomfortable talking about yourself, that doesn't mean you're doomed to awkward silence. Ask relevant questions of those around you. Since most people like talking about themselves, this should keep the conversation humming along.

The key to networking is to be polite and authentic. Aim to form a genuine connection with people and learn about them when you can.

Also, remember that small talk is not just for cocktail parties. In networking situations, it's often the first step to getting a conversation started. Keep it light and don't put pressure on yourself to be too creative. Standard small talk topics usually do the trick.

/ PUT YOUR EGO ASIDE

Asking for information or advice can be very uncomfortable for some people. However, that is a big part of what makes networking so valuable. The key is to make it easy on the person that you are hoping will help you.

When attending a networking event, make sure you have an easy way to pass your name and important information on to a hiring manager. In your first outreach to a new connection, try to build a genuine rapport before asking for anything of the person. In any situation, be appreciative, authentic, and gracious.

Down the road, if you have formed a solid connection with someone while networking, you may consider asking them to be a reference in your job search. Make sure they have a copy of your resume, a brief description of the role and organization, and an idea of when they might be

Many of the best networkers are introverts who know when to speak and when to listen.

with people within your organization. Plus, there is always the chance that coworkers can introduce you to someone who could be a great contact for your networking efforts.

Do not give up if you feel that you aren't outgoing enough to network effectively. Many of the best networkers are introverts who know when to speak and when to listen. They put themselves in the right places, at the right time, and with the right people.

hearing from a potential employer. Make it easy for them to talk you up!

/ NETWORKING IS A TWO-WAY STREET

As eager as you are to spread your networking wings, remember countless others are trying to do the same thing. Become a resource for others in your field. When you can, agree to help those who ask for it and try to respond quickly to requests. Helping others is an important step in keeping your network active and growing.



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Our Military Talent Acquisition team proudly supports veterans in our communities through education, career opportunities and volunteer events.

If you're interested in learning more, please visit militarytransition.bankofamerica.com.





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> - Lori Hall, Army Veteran and Executive Director of Brookdale Medical Center Kingsley

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Energized Purpose with **Feeney Bros**

s a member of the Army National Guard, RYAN STANLEY needed a civilian career that would offer flexibility, understanding, and support for his military obligations. Stanley found that and more at Feenev Brothers, an Artera company. Not only has he been able to progress his career as a foreman, but he has continued his service in the National Guard for over 21 years and five deployments. "In the 14 years that I have been working for Feeney Brothers, I have left for drill weekends monthly and have been deployed five times," said Stanley. "Despite my absence, they have always supported me and welcomed me back."

Feeney Brothers recognizes the unique skillsets transitioning servicemembers can apply to the various jobs in the gas and utility industry, and is looking for veterans, transitioning servicemembers, and military spouses to join their nationwide team and find meaningful work in a company willing to invest in their employees. Feeney Brothers fosters an environment where motivated and talented team players can excel and grow - which is why working at Feeney Brothers isn't about having a job, but building a lifelong career.

Stanley recently shared his experience balancing his civilian career and military service, his role as a foreman, and why veterans should consider building their careers at Feeney Brothers.

Describe your role and history at Feeney Brothers.

Ryan Stanley: As a foreman, I run the

day-to-day operations for the installation of main gas lines. This includes planning, excavation, and installation.

In the 14 years I have worked for Feeney Brothers, I've been able to grow professionally along the way, leading to me becoming a foreman, which is the greatest career milestone I could hope to achieve.

What was your favorite part of being in the military?

RS: I have served in the military for 21 years and deployed 5 times. Throughout my time in service, my favorite part has been the thrill of it all.

How did you prepare for your transition into a civilian career?

RS: Because I still serve in the National Guard, I haven't officially transitioned out of the military just yet. But finding a civilian career still posed its own unique challenges. I think the most difficult part about finding a career outside of the military would be leaving the structure, which is why I love working at Feeney Brothers. It

"My role at Feeney
Brothers is not just a job,
it's a great career."

- RYAN STANLEY

is structured well and provides familiarity for those of us with a military background.

How do the skills you learned in the military help you in your role at Feeney Brothers?

RS: My time in the military has given me a strong work ethic and a resiliency to ensure the job gets done. Both of those characteristics help me daily in my job as a foreman.

What is your favorite part about your job as a foreman?

RS: I love being able to work outside every day. I also enjoy the "hands-on" aspect of my job — it's great to be able to see the results of my work.

Why should veterans consider a career in this industry?

RS: The utility industry offers longevity, a sense of purpose every day, and the structure that many veterans and transitioning servicemembers long for following their transition.

What has been your experience working for this organization?

RS: My role at Feeney Brothers is not just a job, it's a great career. My professional advancements have helped me so much in my personal life as well. I'm able to own a home and balance my military obligations, and I do it all while working at a job I truly love.

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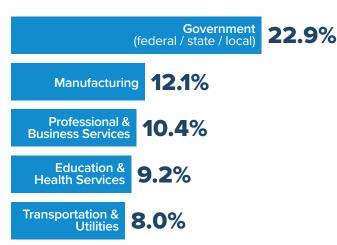
jobs.merck.com/veterans

Industries & Occupations to Consider in 2023

Whether you are just beginning your civilian career planning or searching for new a career path, keep an eye on these trending industries and roles.

Industries that Employ the Most Veterans

Veterans make up a significant percentage of employees in these industries.



Source: U.S. Bureau of Labor Statistics

Growing Occupations with the Highest Median Salaries

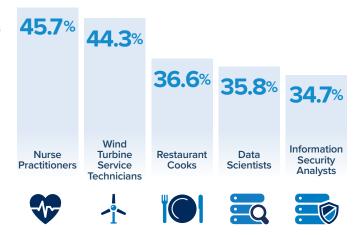
These roles are projected to grow much faster than average and have a median salary of over \$80,000.

OCCUPATION	MEDIAN SALARY	PROJECTED GROWTH
Information Security Analysts	\$102,600	35%
Medical & Health Service Managers	\$101,000	28%
Software Developers	\$109,000	25%
Financial Managers	\$131,000	17 %
Computer & Information Systems Managers	\$159,000	16%

Source: BLS Occupational Outlook Handbook

Occupations with High Projected Growth

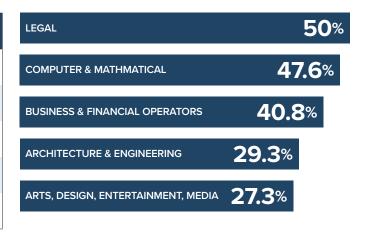
These roles are expected to grow by a substantial percentage over the next decade.



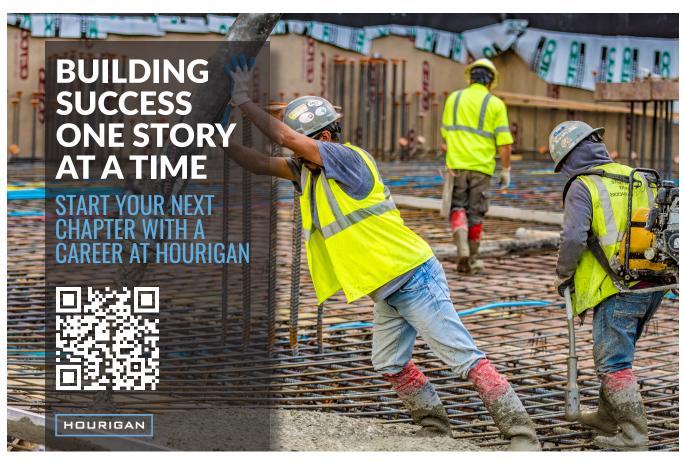
Source: U.S. Bureau of Labor Statistics

Industries with Most Remote Work Opportunities

Compared to the average across all occupations (9.6 percent), a high percentage of workers in these fields are able to work remotely.



Source: U.S. Bureau of Labor Statistics



WE ARE A PEOPLE COMPANY WITH A VETERAN READY CULTURE

Advanced Technology Services, Inc. has a long history of supporting veterans through military hiring and support. We recognize the transferable skills from the military and help build upon that foundation. Whether you're active duty, a reservist, veteran, or military spouse, we want to be a part of your journey.





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RIGHT TIME, RIGHT PLACEMENT

Did you know RecruitMilitary offers career matching and placement services?

Eligible veteran leadership and technical talent from the military community may be placed with our client partners who are seeking very specific technical capabilities. U.S. Army officer, Michael Kennedy, is an alumnus of our placement services, which matched him with his role as Continuous Improvement Manager with MB Aerospace.

We sat down to talk about his experience working with RecruitMilitary and get his advice after a successful military transition.

New Role, Similar Requirements

MK: My job title is Continuous Improvement Manager in an aerospace manufacturing and design company. Primarily in this role, I look to understand the business opportunities based on operational, financial, and overall KPIs and needs of the business.

I work cross-functionally across the organization, understanding where we are currently performing and what efficiency systems we could apply.

As a junior military officer (JMO), we learn skills like problem-solving or getting buy-in from folks that do not necessarily report to us. We learn leadership skills and how to get a team together towards the same objective. I leverage that now towards business. Ultimately, it's the ability to deliver to your customers.

Working with RecruitMilitary

MK: One of the advantages of working with RecruitMilitary is that the recruiters have already gone through the process. They've talked to hundreds, if not thousands, of candidates throughout the course of any given year and have touchpoints with a variety of different companies in a variety of different industries.

RecruitMilitary can help you understand your background, your skillsets, and how



those would apply to professional careers - whether it's in operations, sales, or a number of other fields.

It takes a good six months, but usually about a year to transition out of active duty as an officer. During that time, you are naturally concerned about: "When this is all said and done, what is my paycheck going to look like?" and "Am I going to have a gap between service and starting a new career?"

RecruitMilitary is going to help you understand and walk through that.

Military Doctrine vs. Business Concepts

MK: Working with RecruitMilitary, you'll also start to understand that, while you have a lot of operational, problem solving, or leadership skills, you may have gaps that you don't realize.

As officers or senior non-commissioned officers, we learned military doctrine, technical manuals, and strategic concepts. Now we must learn the doctrine and the concepts of business operations. Whether as a salesperson or operations leader, you must be able to speak and execute in a

realm that makes sense to businesses.

Oftentimes there are close comparisons between military and corporate objectives, but they're not always the same. Start reading the The Wall Street Journal and professional periodicals, and maybe even consider earning certifications like PMP (Project Management Professional) or Six Sigma.

Take your academic background, your military background, and your skill sets and begin developing your success path.

Professional Growth After the Military

MK: When I was first transitioning from active duty as a captain in combat arms to the private sector, I realized that in many ways, we have no idea what a civilian job is like in comparison to our military role.

We wear so many "hats" in the military, regardless of our branch or MOS, that you may think, "If I had to figure out how to overcome as a leader in the military, I can tackle the private sector." You're absolutely right - however, you have to be able to speak the language.

Just because you have a military background and education does not mean you're getting a job the day you're out in the military. You have to earn it. When you apply and you interview for civilian companies, it takes practice and repetition.

Partnering with RecruitMilitary means when you get to your job on day one, you'll already be on the pathway to success.

Ready to take the next step in your career? Create your RecruitMilitary professional profile and begin searching through open jobs today.

* * *

Elizabeth Stetler is director of content development at RecruitMilitary and a U.S. Army veteran.

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Three Steps for Success in 2023

If you are one of the thousands of veterans or military spouses who will transition into the civilian workforce, seek a new job, or change career paths entirely in 2023, set yourself up for success using these three steps:

Step 1

Complete your RecruitMilitary Job Board Profile

This first step is crucial, but not difficult. Visit the RecruitMilitary Job Seeker page, enter your email, and create a password.

Once you sign up, you will immediately join thousands of fellow transitioning servicemembers, veterans, and military spouses who are looking for their next career move. There are plenty of options to explore – our job board features more than 340,000 open roles from more than 6,000 employers.

Next, click "Update Your Profile" and fill out as many fields as possible. Only a handful of the fields are required, but here is a secret to help you win the job search: **Employers won't find you if you don't have any search criteria.** Use the profile completion progress chart at the top of the page to keep yourself on track.

Don't have a resume to upload? No problem! The job board includes a resume builder that can help you create a downloadable resume based on the information you include in your profile another reason to complete all the fields.

For more detailed instructions, tips, and advice on completing your job board profile, read "Building a Profile that De-

livers" on page 16 or check out this video walk-through.

Step 2 |

Search & Apply for Jobs

Once you have your profile set up you can start searching for the perfect opportunity. Start by entering keywords that relate to your field of interest and your desired location. You can also search for remote opportunities or roles related to your MOS, NEC, or AFSC.

The resulting list includes all the options in the job board that meet your search parameters and can be sorted by relevance or the date the job was posted. The filter options along the left side of the page allow you to narrow down the list based on organization, location, employment type, and date published.

Now it's time to dig in! Keep searching keywords until you find results that fit your interests and experiences. Click into roles that are of interest and read the overview, responsibilities, and qualifications. From there, you can save the job to come back to later or apply right away. Also, take note of the "Similar jobs" section on the right side of the page.

For best practices on searching and applying for jobs, check out this short tutorial.

Step 3 |

Follow-Up

After applying for a role, stand out by following up with the employer. One way to accomplish this is to attend a DAV | RecruitMilitary career fair.

RecruitMilitary career fairs are great for networking and finding new opportunities, but they also provide the chance to personally connect with potential employers. Many organizations that post open roles on our job board also attend our career fairs. This gives you a chance to introduce yourself as an applicant, answer any outstanding questions the employer may have about your resume or experiences, and ask questions about the role or organization.

In many cases, job seekers must officially apply for a role before they can move forward in the hiring process, so career fair exhibitors often direct candidates to their website. If you have already applied for a role, you are one step ahead of the crowd and can have more meaningful conversations with hiring managers or recruiters.

Follow-up also means keeping your job board profile current. Add new schools, certificates, clearances, and experiences as you gain them. If you notice a recurring term, skill, or responsibility in the job descriptions, consider how you can incorporate similar terminology on your resume and job board profile. Ensure that your applicable skills and experiences that relate to a particular role appear on your profile.

Keeping your profile updated will also keep you at the top of recruiters' search results. Since new job postings are added ed every day, you never know when the perfect opportunity could arise. Update your profile often and you will be ready when your dream job comes up.

Finding your next career move does not have to be overly complicated. With some dedication, attention to detail, and strategic follow-up, you can be well on your way to making 2023 your best career year yet.



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Success Through Safety at Industrial Service Solutions

MARTY WINDSOR, a National Guard and U.S. Marine Corps veteran, served 14 years as combat and medic personnel. He now finds success as a safety director at Industrial Service Solutions (ISS), coordinating safety planning during construction for the safety department. His main objective is to develop, coordinate, and implement health policies and procedures to promote and ensure effective safety operations in the organization.

Industrial Safety Solutions is a global organization that sees the value transitioning servicemembers, veterans, National Guard and Reserve members, and military spouses bring to the table. Their commitment to hiring those from the military community is exemplified through their mentorship and remote work opportunities for spouses. ISS also participates in the U.S. Department of Defense Skill-Bridge program, making it an ideal organization to seek out prior to active-duty separation. From entry-level to management roles, ISS is proud to implement programs that bridge the gap for the military community.

Windsor recently shared how ISS helped him achieve professional success following his time in the Marine Corps.

How do skills you learned in the military help you in your role at Industrial Service Solutions?

Marty Windsor: Leadership is a big part of my role while running the safety department. I must ensure that I am always on top of my game, especially because it is so important for me to lead by example.

What advice do you have for transitioning servicemembers?

MW: In the United States, thousands of veterans are now looking for a civilian career. Skills such as leadership, teamwork, and a strong work ethic will make them valuable to employers in many industries. My advice is to embrace your family, enjoy your surroundings, and look for an employer that hires veterans. That employer will appreciate your skills and give you a little taste of the camaraderie you experienced while serving.

Why should veterans consider a career in this industry?

MW: Construction is a brotherhood – a family. This can be seen in many construction sites across the country. We rely on one another to achieve many goals so, with an organization this big, we need to know we have each other's backs.

How does ISS support its veteran employees?

MW: ISS recognizes and rewards employees for their contributions. Behavioral traits such as integrity, character, candor, teamwork, and accountability are highly valued.

Our workplace culture enables us to offer small-company competitiveness with large-company capabilities and process disciplines. We provide competitive healthcare, vacation, insurance, and retirement benefits for all our team members across the globe. We also offer incentive plans that include an annual bonus based on our success as an organization, career level, and personal performance.



MW: It has been a great experience. I enjoy traveling to projects and implementing safe work practices throughout the company.

Learn more about the military-affiliated hiring initiatives and find your next career with Industrial Service Solutions at https://iss-na.com/company/careers/.

Helping those in the military community find meaningful careers is a key part of the commercial strategy at **ISS**. We believe it is important to provide these opportunities, but we also believe that veterans and those with a military affiliation bring tangible value to our customers and business model.

Industrial Service Solutions



Mentorship In & Out of Uniform

In a recent episode of **RecruitMilitary LIVE on LinkedIn**, U.S. Army veteran and host **LUCAS CONNOLLY** was joined by U.S. Navy officer, author, and public speaker **ARABIA SHANKLIN** to discuss the importance of mentoring, in both military and civilian career paths.

/ Learn As You Go

After commissioning in 2013 as a surface worker officer, Shanklin began her first assignment as the first lieutenant aboard the USS Simpson, a frigate. "I had no clue that a frigate was an all-male crew," said Shanklin. "Nor was I aware that, because of the small crew size of a frigate, I would wear multiple hats as a division officer."

It wasn't until connecting with someone who could offer insight, advice, and mentorship that Shanklin found her footing. "I realized that I would have been more prepared for my life as a service warfare officer on an all-male crew if I had actively sought a mentor," she said. "About a year into my assignment, I found another female officer who had been on a frigate that could offer words of wisdom. When I began to implement her advice, things started to fall into place."

For Shanklin, learning in action meant taking initiative. "Leaders in every industry have acquired knowledge and expertise from hands-on experiences," she said. "To learn from them, all we really have to do is ask. There are so many resources available today to help you find a mentor, but you have to take initiative."

/ Find the Right Fit

When it comes to finding the right mentor, there is no "one size fits all" approach.

"The factors that determine a good fit for me may be different for someone else," said Shanklin. "However, at the very least there has to be synergy and communication. You need to be able to show vulnerability, which requires trust."

Another important aspect of finding the right mentor is honesty. "A good mentor provides genuine, productive feedback and doesn't just stroke your ego," she said. "A coach will tell players if they are not ready for the game and give them specific points to work on. The same can be said of a good mentor. If you have a goal or a path that you are not prepared for, they will provide honest, actionable feedback to help you get there."

Sometimes, finding the right fit means trial and error, and that's okay. "It's a myth that you can only have one mentor," said Shanklin. "That's not to say you should jump carelessly from one mentor to another, but find mentors who can help you on your current path. You may need different mentors for different points in your career journey."

At the same time, prioritize consistency. "Meet with your mentor regularly," she said. "Not only will it pay off in building your relationship with your mentor, but the practice will allow you to get more comfortable and make the most of your mentorship."

/ Do the Work

From finding the right mentor to maintaining a productive mentorship, it's important to put in sufficient effort.

"When you're searching for a mentor, find someone credible and experienced in the path you want to follow," said Shanklin. "No matter what stage in your career or industry you fall in, there is likely a subject matter expert out there who can help you."

Finding a suitable mentor also requires you to put in the work to prepare for each conversation, situation, and opportunity to learn. Shanklin learned this lesson while seeking mentorship from a Marine leader serving at Camp Pendleton. "I had the opportunity to work with a major who was known to be an expert in real estate, which had always been interesting to me," she said. "I finally got the courage to ask if he would teach me. He immediately asked if I had ever read "Rich Dad, Poor Dad." I stammered through telling him that I was familiar with book but hadn't read it. Like any good Marine, he told me to about-face and read the book before asking for advice. Preparation is key in making a mentor relationship work."

With an open mindset, a willingness to learn, and the determination to put in the work, Shanklin ended up finding a lifelong mentor in the major. "Like many things in life, mentorship sometimes requires being comfortable with the uncomfortable," she said. "Many people are willing to help transitioning servicemembers and veterans along their career paths. You have to build the grit and courage to seek them out, do the work to prepare, and ask for help."

Ready to get started? Find mentorship opportunities for the military community.

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DEBUNKING JOB SEARCH MYTHS: JOB DESCRIPTIONS

here are a lot of nuances to the civilian job search. For transitioning servicemembers, veterans, and military spouses, it can be difficult to distinguish the facts among the myths, misconceptions, and outdated advice. In this installment of our series on job search myths, we're addressing job descriptions and requirements.

In the military, job descriptions are standardized and are similar within each service. In the civilian world, human resources professionals spend a lot of time chasing down hiring managers to write job descriptions for each position. Usually, those descriptions are filed away and used only for posting open jobs and occasionally as a reference in an annual performance review. As a result, titles like marketing manager and territory director can mean very different things in diverse industries and companies.

| How Job Descriptions Are Written

Although seemingly written with authority and detail, company job descriptions are often prepared using a template. Sometimes, the document author just keeps the requirements from the last job. For example, requirements may include an advanced degree, five years of industry experience, specific certifications, and more. Some of these items are "must haves" but some of them are less essential than you may think.

Because multiple decision makers usually influence the creation of a job posting, everyone's favorite job requirements are compounded in the description, creating more of a wish list than a list of true requirements. Another contributing factor is when certain certifications and other qualifications are added or retained from other job descriptions, but are not crucial to perform the role.

All of these factors mean you should not discount yourself as a candidate just because you lack a couple of the items listed in the job description or requirements. If the hiring managers like you and believe that you can do the job, it will not matter if you don't have a few of the stated criteria.

In the military, job descriptions are stan- | Uncovering the Real Job Description

Think of the skills, knowledge, and experience required for you to complete your military role. Chances are, you didn't have all of those skills when you started, and if you read a description of your role, it likely wouldn't capture everything you do on a daily basis.

Civilian job descriptions are not that different. The job that you may end up doing will likely be much more involved than a short paragraph and some bullet points can convey. You must uncover the "real" job description to win the job and excel after starting. Start by asking yourself these questions:

- What is the problem or challenge being addressed?
- What kind of candidate can solve or address the need?
- How will success be measured or determined?

If you can't uncover the answers within the job description, do some additional research and lean on your network. Are Showing passion, effort, and tenacity can often outweigh minor technical requirements listed in a job description.

You can also lean on your network at the specific organization you are interested in. Connect with fellow veterans who work there and ask for insight about the department, team, or role. As you network in and around the target company, you may collect pieces of information that fill in the story about the true nature of the role and the "non-negotiable" requirements.

I Focus on Transferable Skills

If you can check off most of the requirements listed in a job description, you are probably a good candidate for the role and should consider applying. Still, you may need to tweak your approach. After digging into the job description, hopefully you have an idea of what kind of skills will be important for excelling in the role. Sometimes these aren't necessarily listed, but implied.

For example, a project manager will need great communication and organizational skills. A tech role will require the

Learn about the company's mission and goals. Showing passion, effort, and tenacity can often outweigh minor technical requirements listed in a job description.

you connected with someone in a similar role or organization? What qualifications do they have? If possible, ask someone for an informational interview to find out more about their everyday role. Learn about their background and see if you can draw parallels to your own. Also, learn about the company's mission and goals.

ability to adapt quickly and problem solve. An analyst needs to be good at reading data and breaking down complex topics. Notice a pattern? These are transferable skills that you likely honed during military service. Focus on these skills in your resume and interviews to make up for any of the listed requirements you may lack.





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When retiring as a first sergeant after 22 years of service, U.S. Marine Corps veteran **WESLIE JACKSON** knew there would be challenges. "The transition out of the military was difficult in the sense that people don't understand me or my mannerisms unless they also served," he said. "You can't necessarily prepare for this, especially in my case where I had been a Marine longer than I was a civilian."

employee engagement, employee relations, performance management, inclusion and diversity, organization support and structure design, talent acquisition, management and development, and total rewards and compensation.

WESLIE JACKSON

Despite the challenges, Jackson embraced his transition and secured a role with Sherwin-Williams as a human resource manager where he has been able to add significant value to the entire organization, including partnering with RecruitMilitary and launching a veteran employee resource group.

In 2022, Sherwin-Williams was named World's Best Employer by Forbes. With over 61,000 employees across the world and over 4,000 company-operated stores nationwide, Sherwin-Williams is an excellent organization to settle into following a military transition. With career opportunities in sales, manufacturing, marketing, IT, and more, Sherwin-Williams gives transitioning servicemembers a chance to leverage their hard and soft skills at a company that values them and their professional growth.

Leadership and camaraderie are just a few of the qualities Jackson brought to the civilian workforce. He recently shared his milestones and experiences at Sherwin-Williams, as well as some advice for transitioning servicemembers.

Describe your role and responsibilities at Sherwin-Williams.

Weslie Jackson: I provide support to the global supply chain by providing human resources services, including culture and

What are some milestones in your history at Sherwin-Williams?

WJ: So far, I have digitized all employee records, streamlined processes to accurately capture PTO via our time system, worked with loss prevention to upgrade security cameras, led three Kaizen events, digitized our absence reporting system which increased morale, and established a new safety shoe program through a new vendor.

How does Sherwin-Williams support veteran employees?

WJ: Veteran employment is a huge initiative with our recruitment. As a veteran and an HR Manager myself, these go hand-in-hand and I know how military experiences can translate to the civilian sector, particularly within Sherwin-Williams. We also recently launched the military veteran employee resource group called Sherwin Heroes on November 18, 2022. Lastly, the CEO and primary staff hold a veteran breakfast and have done so since 2016.

What advice do you have for transitioning servicemembers?

WJ: Take advantage of your military tuition assistance program to obtain a degree or technical certifications. So many times, companies want to see you take initiative in furthering your training or education, as they don't necessarily understand military specializations.

Secondly, utilize companies like RecruitMilitary to assist you in your transition because they can help connect you with companies that care about servicemembers.

You should also take part in the U.S. Department of Defense SkillBridge program. If you do well, it could mean a true job offer after you transition; nothing is scarier that not having a job as you leave the service.

Lastly, conduct mock interviews as much as possible to make sure your answers align with job requirements, not just your military experience.

Why should veterans consider a career in this industry?

WJ: Sherwin-Williams has many fields relatable to the military. You can apply to roles in sales, recruiting, maintenance, and management.

What has been your experience working for Sherwin-Williams?

WJ: Sherwin-Williams supports all walks of life, and makes you feel welcome and wanted; this is shown through the numerous employee resource groups. The company is all about training done right from entry to management roles, and is very supportive of individuals wanting to grow professionally.

Find your next career with Sherwin-Williams at https://careers.sherwin-williams.com/home.



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Your Education Survival Guide

SEPARATING FROM THE MILITARY IS AN EXCITING TIME

full of new possibilities, paths, and choices. One of those choices is pursuing a degree, advanced technical training, or certification.

When I separated from the U.S. Army, I had little interest in going to school, and I had no idea how to utilize my earned education benefits. Two years after I transitioned out of the military, I met with an educational exhibitor at a RecruitMilitary job fair who helped me understand the process of obtaining a degree and helped me realize the potential in doing so.

Knowing how to start my education journey was difficult, but it doesn't have to be. Use these steps to set yourself up for success.

/ Step 1: Think about what you would like to specialize in, study, or pursue.

Ideally, you will begin this process before you transition out of the military. However, education is a great path to consider even after you've already started a civilian job or career. Researching your desired career path or your ideal role should still be one of the first steps in the process.

If you're overwhelmed or feeling lost, you're not alone. Many students (veterans and civilians alike) choose a broad curriculum or major (think: general studies) to get started. While this is a good way to ease back into being a student, I don't suggest staying on that path for too long your educational benefits are finite.

If you need some direction, use the Department of Veterans Affairs (VA) Career-Scope tool to help narrow down the best career path for you: www.benefits.va.gov/gibill/careerscope.asp.

/ Step 2: Research educational institutions.

Whether you know exactly which degree to pursue, or you are still weighing your options, determining which educational institution to attend is another task to start early.

First and foremost, ensure that your institution of choice is approved by the VA. RecruitMilitary's Education Resource Center can assist you in finding educational institutions that are approved and accredited: recruitmilitary.com/job-seekers/resources/industries/education.

Then, connect with the veteran's advisor or representative at the institution. Not only will they be able to answer your questions about the school, but they can also help you get your benefits in line.

Find out if the school has a veteran's center or other resource group. Many institutions have recognized the large number of military members and veterans pursuing higher education and have formed veteran support centers on campus or virtually.

/ Step 3: Know the best program format for your learning style.

Do you want to take courses online or on campus? Maybe a mix of both? Each format has benefits, and one is not necessarily better than the others. After completing both in-person and online courses, I found that being on campus worked best for me. I performed better when I had in-person access to professors and teaching assistants, administrative offices, student study areas, and other oncampus resources.

What works for someone else may not work for you. Do your research and determine the best option for your lifestyle.

/ Step 4: Apply for admission.

Once you have determined where you want to attend, connect with the veteran's advisor to see if the school has any special waivers for military or veteran students –

many schools waive application fees for veteran students or offer transfer credits for military coursework and training.

Next, compile all of your transcripts (including for military training), as well as your high school diploma or G.E.D. records.

/ Step 5: Consider applying for financial aid and/or grants.

Utilizing your military benefits does not prohibit you from applying for financial aid or grants. You are still permitted to use these resources like any other student, and I encourage you to see if you qualify.

You could be eligible for low- or nointerest student loans, or you may even qualify for state and federal grants which do not need to be paid back. Applying for aid or grants does not mean you are obligated to accept them – you can accept or decline any of the options that are determined to be available to you.

Ask plenty of questions as you go through this step. Understand exactly how the process works, how much aid you will be accepting, the type of loans, interest rates, and when you must start paying back loans.

You can complete the Free Application for Student Aid (FAFSA) here: www.fafsa. ed.gov.

/ Step 6: Utilize refresher courses or programs.

It's probably been a while since you've been in a civilian classroom environment. You may need a refresher on certain courses or concepts. Fortunately, there are organizations and programs that exist for this exact purpose.

Some of these programs are free, but others require you to use your benefits or pay out-of-pocket. Thoroughly research each program and find the best one for you. I recommend looking into the Warrior to Scholar program and Veterans Upward Bound.

Pursuing education after military service can seem overwhelming, but it doesn't have to be. When you prepare well, ask the right questions, and do your research, a degree or certificate is well within your reach.

Adam O'Toole is sales operations administrator at RecruitMilitary and a U.S. Army veteran.



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BEST **PRACTICES**

Developing Business Leaders, Part 1

IN THE MILITARY, we expect leaders to help their teams accomplish missions with high stakes and low margins for error. The corporate realm is not that different.

In both cases, success or failure often hinges on the quality of its leadership.

Good Leadership Matters

Plenty of data backs up the importance of happy work environments. Recent research from Oxford University, for example, reveals a connection between employee satisfaction and productivity. According to the study, happy employees are 13 percent more productive. It has also been shown that organizations with strong cultures and happy employees produce better returns for their shareholders.

So what makes a happy employee? Glassdoor found that company culture and the quality of senior leadership are the two most important factors in determining employee satisfaction.

Think about it this way: A substantial percentage of a person's on-the-job satisfaction stems from interpersonal relationships. Of those, the relationship with management has the highest impact on their satisfaction at work. In other words, good leaders create happy employees, and happy employees produce better results for your organization.

Leadership: Character Trait or Skill?

It is a common misconception that good leaders are born. Obviously, some individuals are naturally charismatic, relatable, or well-spoken - but that is not all it takes to be a good leader. In reality, strong leaders are developed over time, through careful intention and practice.

U.S. Army doctrine asserts that leadership is "the process of influencing people by providing purpose, direction, and motivation while operating to accomplish the mission and improve the organization." This definition, which easily applies outside of the military as well, focuses on leadership as a skill. As with any skill, developing expertise takes training.

Creating Leaders

Many organizations launch leadership development programs (LDPs) without a solid understanding of what it takes to be successful. If done wrong, these programs can cause toxicity or hostility in the workplace. Avoid that by using tried-and-true methods.

Centuries ago, the military recognized that actively training and developing strong leaders required a process. (I discuss that more below.) It also required these three elements:

Intention. Start with the basics. What is the ideal outcome of your LDP? It does not have to be complicated, but the intention should be clear and known to everyone involved

Ownership. To allow room for these skills to take hold, senior leaders must prioritize the LDP, and put action behind it. At the same time, those involved in the program must be willing to learn and develop.

Accountability. Senior leaders should be held accountable for how well they have developed subordinate leaders. Similarly, those involved in the program are accountable for their own growth.

Building the Program

"Know yourself and seek to improve." This Army principle is a great foundation for your LDP.

Create your program as a continual/ ongoing process, leveraging three main components:

Education. Utilize specific educational material designed to educate leaders on



the various aspects of effective leadership within the organization.

Training. Implement practical exercises, conversations, and role-plays where the educational materials and experiences are applied in specific leadership scenarios and competencies.

Experience. Encourage leaders to constantly reflect, optimize, and grow their experience as they move through their career. Use the knowledge they've built to help strengthen organizational initiatives.

I will discuss these concepts with more detail in the next installment of Best Practices, but in the meantime, consider the requirements and timelines for Army officers to advance in rank (see chart below).

Courses provide the education and training components of leader development. For experience, candidates must also reach a specified number of years in service before advancing to the next rank. This ensures leaders are able to apply their training and education and while earning practical experience.

Ready to get Practical?

In the next installment of Best Practices, we will dive deeper into the military's LDP concepts, address how RecruitMilitary is applying these concepts within our own organization, and show practical ways you can as well.

Tim Best is chief executive officer of RecruitMilitary and a U.S. Army veteran.

Years in Service	Rank	U.S. Army School
0	Second Lieutenant	Basic Officer Leader Course
3	Captain	Captains Career Course
10-12	Major	Command and General Staff College
11-13	Major	School of Advanced Military Studies
15	Lieutenant Colonel	School for Command Preparation
20	Colonel	War College and Fellowships





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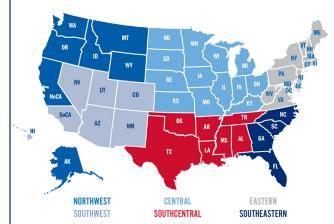
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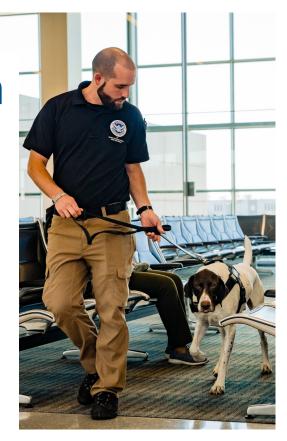
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